MARYLAND JUDICIARY

GEARS General Enterprise And Resource Support

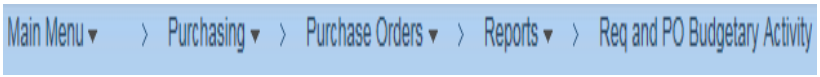
# Quick Reference Tip Sheet

**LAST REVISED DATE: 05/01/2017**

## General Information

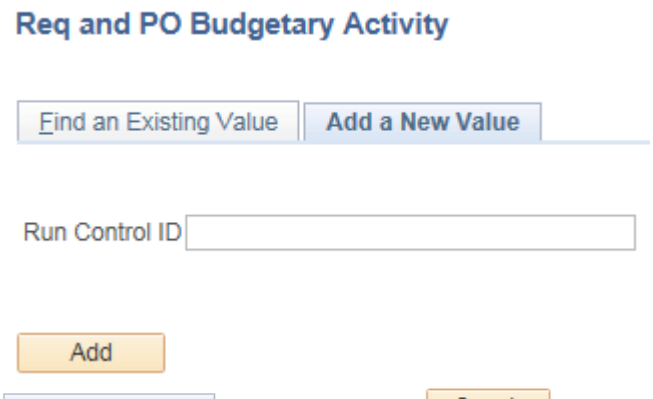
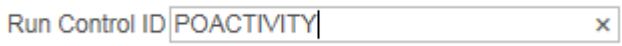
| Task | Process Information |
|---|---|
| **Running the Purchase Order Budgetary Activity Report** | The ***PO Budgetary Activity Report*** provides budgetary amount information for purchase orders (POs) according to report request parameters. |

## GEARS Navigation

| | |
|---|---|
| Main Menu> Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity |   |

## 1.0 Process

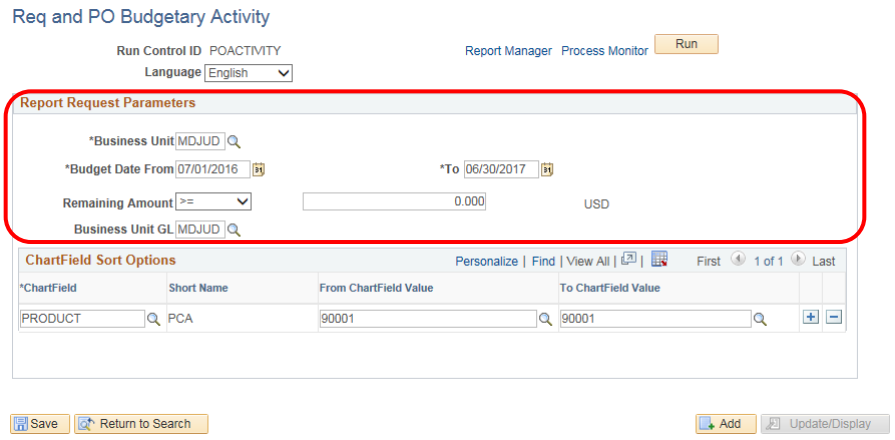
This document is intended to provide a quick reference to running the PO Budgetary Activity Report in GEARS.

| STEP | ACTION | DETAILS |
|---|---|---|
| **1.** | **<u>Create the Run Control ID</u>. The first time you run the PO and Req Budgetary Activity Report, you must create a new Run Control ID. Click on the** Add a New Value **tab.**<br><br>**NOTE: A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the *Find an Existing Value* tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.** |   Find an Existing Value Control ID that you Search created, click the tab and then click the button. A list of Run Control IDs appear. |
| **2.** | **<u>Enter a Run Control ID</u>. In this example, "POACTIVITY" is used as the Run Control ID.** |   |

**3.** Click the Add button.

**4.** Specify the Report Parameters. The Report Selection Parameters page displays. The report parameters determine what information appears in the report.

***Notes:*** ***Fields with an asterisk (*) must be completed.***

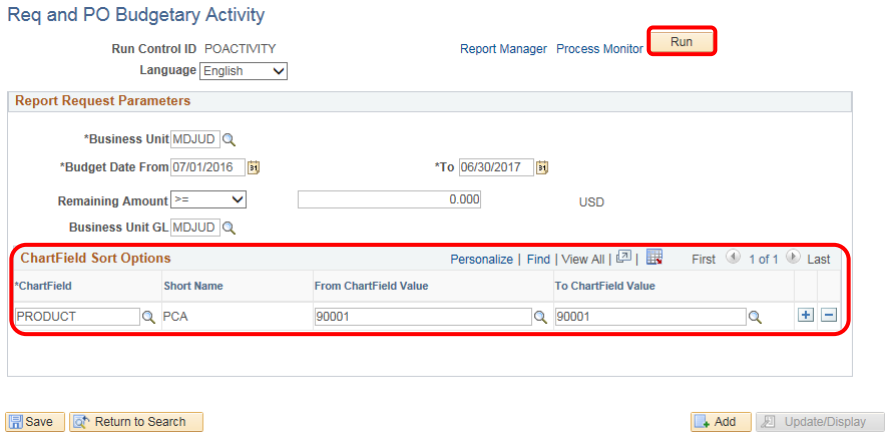



| Report Request Parameters Fields | Description |
|---|---|
| Business Unit | Business Unit will always be MDJUD. |
| Budget Date From / To | Enter the budget period of the fiscal year (e.g., From: 07/01/XX/ To: 07/31/XX). |
| Remaining Amount | Enter the desired remaining amount.<br>NOTE: (optional) use the dropdown box to limit results based on operator parameters (e.g., greater '>' /less '<' than or equal to '=' a desired remaining amount). |
| Business Unit GL | Business GL Unit will always be MDJUD. |

**4a.** **Specify ChartField Sort Options.** Select the ChartField Sort Options Name criteria for your report (***by a selection or range of selections you wish to be included in your report***).

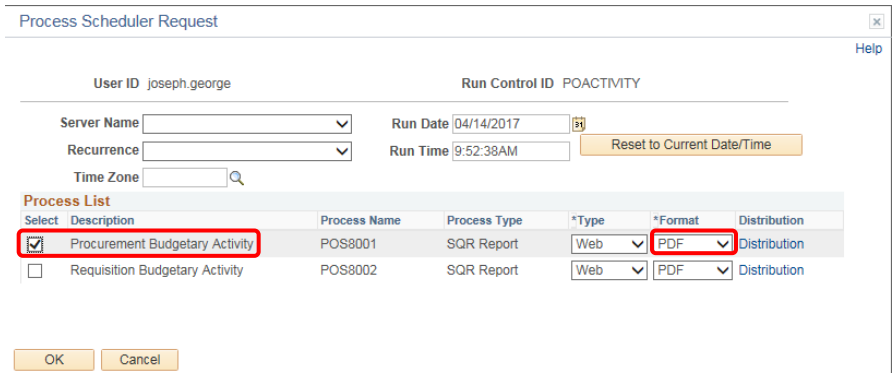
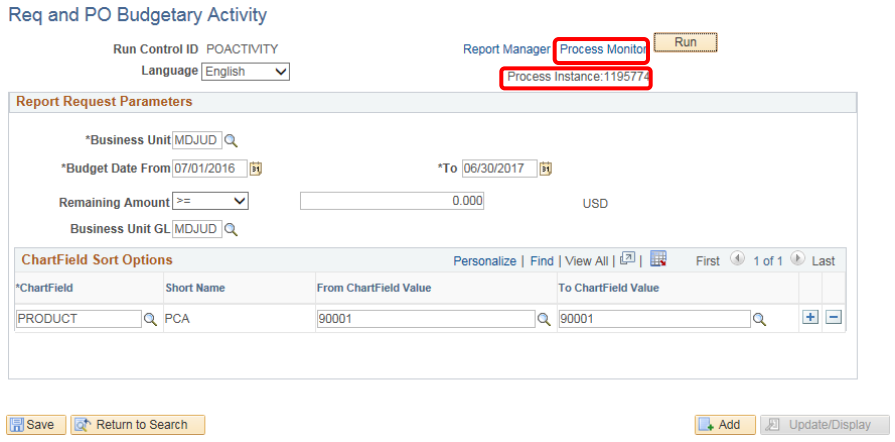
**As an example, you can report on any single or combination of the following fields:**

**Account** (*e.g., 0902 – Office Supplies*)
**Product** *(PCA, e.g., 40821)*
**Budget Ref** (Appropriation Year, *e.g., AY2015*)
**Class Fld** (Appropriation Number, e.g., *A0006 – Admin Office of the Courts*)
**Fund Code** (Fund, e.g., *0001 – General Fund*)
**Operating Unit** (Batch Agency, e.g., *C50 Maryland District Court*)
**Program** (e.g., *B005 – Maryland Judicial Conference*)




**NOTE**: The more selection criteria entered, the more granular your results will be.

You can select multiple field names. Add/delete field names as needed by using the "**+**" and "**-** "buttons to the right of the line.

| | | |
|---|---|---|
| | **Project ID** (*NOTE: this field is primarily used with Grants*) | |
| **5.** | **Run the Report**. Click the Run button. | |
| **6.** | **Schedule the Process**. The Process Scheduler Request page displays.<br><br>**Select/Enter the appropriate criteria:**<br>a. Click the checkbox ☑ next to the Procurement Budgetary Activity.<br>b. Ensure the report Format is 'PDF'. |  |
| **7.** | Click the OK button. | |
| **8.** | **Make Sure The Process Runs**. The Report Selection Parameters page displays.<br><br>Make note of your Process Instance Number. In this example, the Process Instance Number is 1195774.<br><br>Click the Process Monitor link. |  |
| **9.** | **Check the Process Status**. The Process List page displays.<br><br>Click the Refresh button and continue clicking the *Refresh* button until the Run Status = Success and Distribution Status = Posted. | |

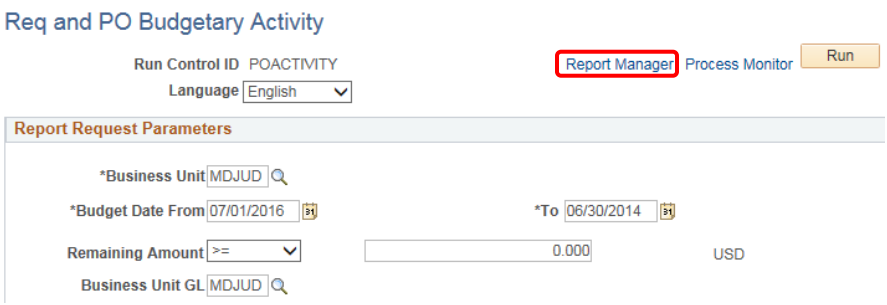
| Run Status | Description |
|---|---|
| Queued | The process is waiting to run. |
| Initiated | The process has started. |
| Processing | The process is running. |
| No Success | The process did not run, call the Help Desk. |
| Warning | The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk. |
| Success | The process ran successfully. |

| Distribution Status | Description |
|---|---|
| Queued | The process is waiting to run. |
| NA | The process is still running. |
| Posted | The report has posted. |
| Not Posted | The report did not post, call the Help Desk. |

**10.** **Retrieve the Report.** Click the Go back to Req and PO Budgetary Activity link to return to the Report Selection Parameters page.

**11.** The Req and PO Budgetary Activity page displays.

Click the Report Manager link.

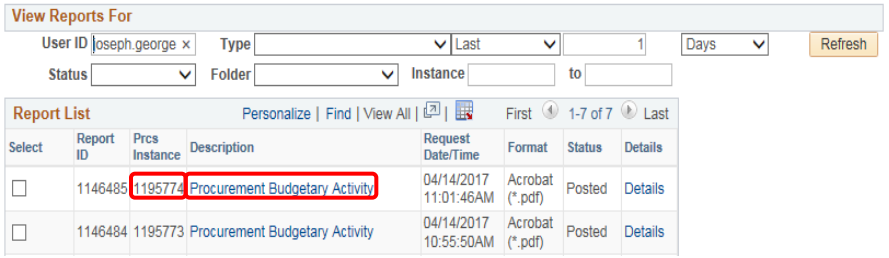



**12.** Click the Administration tab.

**13.** **View the Report.** The View Reports page displays.

Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.

The report will open as a PDF file in a separate window. See below for sample output.




**14.**

PeopleSoft Purchasing
PROCUREMENT BUDGETARY ACTIVITY REPORT

Report ID:POS8001 Page No. 1
Run Date: 04/14/2017
Run Time: 11:02:01

Business Unit: MDJUD Budget Date From 01-JUL-2016 To 30-JUN-2017 Remaining Amount >= 0.00 USD
PCA From 90001 To 90001

| PO ID | Line/Sched/Dist | Vendor ID | Vendor Name | Original Amt | - Liquidated Amt | = Remain Amt | Vouchered Amt | PCA |
|---|---|---|---|---|---|---|---|---|
| 0000051705 | 1/1/3 | 0000009091 | SMS SYSTEMS MAINTENANCE | 136,957.77 | 136,957.77 | 0.00 | 136,957.77 | 90001 |
| 0000051705 | 3/1/3 | 0000009091 | SMS SYSTEMS MAINTENANCE | 9,832.50 | 9,832.50 | 0.00 | 9,832.50 | 90001 |
| 0000051705 | 3/1/4 | 0000009091 | SMS SYSTEMS MAINTENANCE | 19,557.05 | 19,557.05 | 0.00 | 8,205.55 | 90001 |
| 0000051874 | 2/1/2 | 0000005455 | DALY COMPUTERS INC | 5,424.69 | 5,424.69 | 0.00 | 5,424.69 | 90001 |
| 0000051874 | 3/1/2 | 0000005455 | DALY COMPUTERS INC | 6,000.00 | 6,000.00 | 0.00 | 570.45 | 90001 |
| 0000052047 | 2/1/3 | 0000012695 | PLAN B TECHNOLOGIES INC | 14,368.65 | 0.00 | 14,368.65 | 0.00 | 90001 |
| 0000052274 | 1/1/2 | 0000012732 | ADVANCE DIGITAL SYSTEMS | 11,305.00 | 11,305.00 | 0.00 | 11,305.00 | 90001 |
| 0000052557 | 14/1/2 | 0000012765 | PRESIDIO NETWORKED SOLU | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 90001 |
| 0000052569 | 1/1/2 | 0000005461 | FIRST FEDERAL CORPORATI | 1,905.49 | 1,905.49 | 0.00 | 1,905.49 | 90001 |
| 0000052625 | 1/1/2 | 0000007653 | LEIDOS INC | 28,015.52 | 28,015.52 | 0.00 | 27,070.86 | 90001 |

**End of Document**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.